

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

INSTRUCTIONS FOR COMPLETING OWI SURVEY

The OWI Survey represents an attempt to elicit Employee perspectives across a wide range of elements and factors which touch on the work-a-day world of all of us. Not only is the range of elements and factors broad but in many instances, an attempt has been made to identify their impact at several levels e.g., Agency, Directorate, Office, Division and even your own immediate working unit.

You will note that certain elements of identifying information are requested (Age, Sex, Grade, etc.). These elements are requested solely for Survey data analysis purposes and are not employed to identify individual Employees. In point of fact, your Survey Answer Sheets (containing your individual item responses) will be handled, processed and retained only by personnel of the Psychological Services Staff/OMS.

The OWI Survey is presented you in two parts: (a) the Survey Booklet (containing the questions to be responded to) and; (b) the Survey Answer Sheet (a machine-scoreable sheet on which you are to indicate your responses).

DO NOT FILL IN ANY OF THE PERSONAL IDENTIFICATION ITEMS AT THE TOP OF THE ANSWER SHEET!

AFTER READING A BOOKLET ITEM, SELECT THE LIKE-NUMBERED ITEM ON THE ANSWER SHEET AND BLACKEN THE SPACE CORRESPONDING TO YOUR RESPONSE.

EXAMPLE:

Booklet Item:

#17. I feel I receive proper recognition for the work I do.

- A. Strongly Agree
- B. Agree
- C. Neither Agree nor Disagree  
(No opinion/Not applicable)
- D. Disagree
- E. Strongly Disagree

Answer Sheet Item:

#17.      A      B      C      D      E  
      =====

In the example above, the Employee intends to indicate he/she Agrees with the statement: "I feel I receive proper recognition for the work I do"; and hence, blackened in the space alongside Item #17 (on the answer sheet) marked B.

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

NOTE: If the Employee feels uncertain about his/her views on a given Item or does not actually possess a definite view on the topic or feels the topic is not relevant to his/her work functions, the Employee would blacken the space under C.

IF YOU WISH TO CHANGE A RESPONSE, BE SURE TO ERASE THE PREVIOUS MARK COMPLETELY.

IF YOU HAVE CHOSEN TO RESPOND TO ITEM #140, ATTACH YOUR COMMENTS (on plain bond) TO THE ANSWER SHEET WITH A PAPER CLIP AND PLACE THESE MATERIALS IN AN ENVELOPE ADDRESSED TO: PSS/OMS, ROOM 706, CHAMBER OF COMMERCE BUILDING, ATTN: OWIS/BLM.

PLEASE DO NOT FOLD, CREASE, OR WRINKLE THE ANSWER SHEET.

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

1. Age:
  - A. Under 26 years.
  - B. Ages 26 to 34 years
  - C. Ages 35 to 44 years
  - D. 45 years of age or older
2. Sex:
  - A. Male
  - B. Female
3. Educational Level:
  - A. High School graduate or equivalent
  - B. Some college (or presently attending college)
  - C. BA/BS Degree
  - D. MS Degree
  - E. Ph.D. Degree
4. Length of Agency Service:
  - A. Less than 2 years
  - B. 2 to 4 years
  - C. 5 to 10 years
  - D. 11 to 20 years
  - E. More than 20 years
5. Are you presently a supervisor?
  - A. Yes
  - B. No
6. Current Grade:
  - A. Grades 1 to 4
  - B. Grades 5 to 8
  - C. Grades 9 to 11
  - D. Grades 12 to 14
  - E. Grades 15 and above
7. How long have you worked for your present supervisor?
  - A. Less than 6 months
  - B. 6 months to 1 year
  - C. 1 to 2 years
  - D. 2 to 3 years
  - E. More than 3 years

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

8. Have you previously served in more than one component within NFAC or actually held a different position within another Office?
- A. Yes  
B. No
9. The component to which I am currently assigned is:  
(Note: If no component listed below is applicable, omit Item #9 and respond to Item #10.)
- A. Offensive and Space Systems Division  
B. Defensive Systems Division  
C. Naval Systems Division  
D. Programs Analysis Division  
E. Aerospace Vehicle Analysis Division
10. The component to which I am currently assigned is:  
(Note: If you answered Item #9, do not respond to this item!)
- A. Other than those listed under Item #9.  
B. I am uncertain which component I am assigned to.
11. In terms of my component's EEO Plan, I would list myself as:
- A. Black  
B. Hispanic  
C. Oriental  
D. Other  
E. Non-minority
- (Note: Classification as FEMALE or MALE has already been accomplished in Item #2.)
12. I feel the work I do makes a significant contribution to OWI.
- A. Strongly Agree  
B. Agree  
C. Neither Agree nor Disagree  
(No opinion/Not applicable)  
D. Disagree  
E. Strongly Disagree
13. I feel that my background, training and abilities are adequately used in OWI.
- A. Strongly Agree  
B. Agree  
C. Neither Agree nor Disagree  
(No opinion/Not applicable)  
D. Disagree  
E. Strongly Disagree

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

14. The "numbers game" induces NFAC analysts to produce too many publications of little merit.
  - A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
15. Most of the time, I find the work I perform in OWI:
  - A. Satisfying
  - B. Neither Satisfying  
nor Dissatisfying
  - C. Dissatisfying
  - D. Cannot Say
16. During the past year, I have seriously considered leaving the Agency for another job.
  - A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
17. I feel I receive proper recognition for the work I do.
  - A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree

GIVEN THE FOLLOWING SOURCES, I WOULD HAVE TO RATE MY ABILITY TO USE INFORMATION I RECEIVE FROM THEM AS:

18. Agency Top Management Level (DCI/DDCI)
  - A. High
  - B. Average
  - C. Low
  - D. Cannot Say
19. The NFAC Level
  - A. High
  - B. Average
  - C. Low
  - D. Cannot Say

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

20. The Office Director's Level (OWI)

- A. High
- B. Average
- C. Low
- D. Cannot Say

21. The Division Level

- A. High
- B. Average
- C. Low
- D. Cannot Say

22. The Branch Level

- A. High
- B. Average
- C. Low
- D. Cannot Say

GIVEN THE FOLLOWING SOURCES, I FEEL I WOULD RATE THE CREDIBILITY OF INFORMATION I RECEIVE FROM THEM AS:

23. Agency Top Management Level (DCI/DDCI)

- A. High
- B. Average
- C. Low
- D. Cannot Say

24. The NFAC Level

- A. High
- B. Average
- C. Low
- D. Cannot Say

25. Office Director's Level (OWI)

- A. High
- B. Average
- C. Low
- D. Cannot Say

26. Division Level

- A. High
- B. Average
- C. Low
- D. Cannot Say

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

**ADMINISTRATIVE-INTERNAL USE ONLY**

27. Branch Level

- A. High
- B. Average
- C. Low
- D. Cannot Say

I FEEL THE AMOUNT OF INFORMATION I NOW RECEIVE FROM THE FOLLOWING SOURCES SHOULD BE:

28. Agency Top Management Level (DCI/DDCI)

- A. Increased
- B. Maintained at present levels
- C. Decreased
- D. Cannot Say

29. The NFAC Level

- A. Increased
- B. Maintained at present levels
- C. Decreased
- D. Cannot Say

30. Office Director's Level (OWI)

- A. Increased
- B. Maintained at present levels
- C. Decreased
- D. Cannot Say

31. Division Level

- A. Increased
- B. Maintained at present levels
- C. Decreased
- D. Cannot Say

32. Branch Level

- A. Increased
- B. Maintained at present levels
- C. Decreased
- D. Cannot Say

**ADMINISTRATIVE-INTERNAL USE ONLY**

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

33. When it comes to advancement, I feel too much emphasis is placed on peoples' academic credentials and not enough on their experience.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
34. In comparison with my co-workers, I would have to rate my morale as:
- A. Higher
  - B. The same as
  - C. Lower
  - D. Cannot Say
35. My supervisor effectively plans and directs the activities of my working group.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
36. I believe that, overall, OWI currently has an effective personnel management system.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
37. My training needs are given adequate attention by my supervisor.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree

~~ADMINISTRATIVE-INTERNAL USE ONLY~~



**ADMINISTRATIVE-INTERNAL USE ONLY**

38. I feel that career opportunities have been denied me because of my ethnic background.

- A. Strongly Agree
- B. Agree
- C. Neither Agree nor Disagree  
(No opinion/Not applicable)
- D. Disagree
- E. Strongly Disagree

39. I feel I am required to work too much overtime.

- A. Strongly Agree
- B. Agree
- C. Neither Agree nor Disagree  
(No opinion/Not applicable)
- D. Disagree
- E. Strongly Disagree

IN TERMS OF MY PRESENT PHYSICAL LOCATION I WOULD RATE THE FOLLOWING PHYSICAL CONDITIONS AS:

40. Temperature

- A. Very Good
- B. Good
- C. Adequate
- D. Poor
- E. Very Poor

41. Lighting

- A. Very Good
- B. Good
- C. Adequate
- D. Poor
- E. Very Poor

42. Space

- A. Very Good
- B. Good
- C. Adequate
- D. Poor
- E. Very Poor

43. Cleanliness

- A. Very Good
- B. Good
- C. Adequate
- D. Poor
- E. Very Poor

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

44. Equipment/Furniture

- A. Very Good
- B. Good
- C. Adequate
- D. Poor
- E. Very Poor

45. Eating Facilities

- A. Very Good
- B. Good
- C. Adequate
- D. Poor
- E. Very Poor

46. Parking Facilities

- A. Very Good
- B. Good
- C. Adequate
- D. Poor
- E. Very Poor

47. The production and review process, as it now exists, helps me turn out a quality product.

- A. Strongly Agree
- B. Agree
- C. Neither Agree nor Disagree  
(No opinion/Not applicable)
- D. Disagree
- E. Strongly Disagree

48. I feel that, with my background and skills, I could qualify for a much higher salary outside the Agency.

- A. Strongly Agree
- B. Agree
- C. Neither Agree nor Disagree  
(No opinion/Not applicable)
- D. Disagree
- E. Strongly Disagree

49. If asked, I feel I could describe the bases for the reorganization of and changes in the operation of NFAC.

- A. Strongly Agree
- B. Agree
- C. Neither Agree nor Disagree  
(No opinion/Not applicable)
- D. Disagree
- E. Strongly Disagree

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

50. Regardless of my perspective on the review process, I believe I understand the purposes it was designed to serve.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
51. From my vantage point, I do not feel the future of the Agency looks bright.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
52. A high school education and the ability to type well should be sufficient to start a career which would extend to becoming a senior level secretary.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
53. The training I have received since coming to the Agency is adequately used within OWI.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
54. Increasing bureaucracy within the Agency is interfering with my efficiency.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree

**ADMINISTRATIVE-INTERNAL USE ONLY**

55. Considering my abilities (and the type of work I now do), I feel I am working:
- A. Beyond my abilities
  - B. At a level matched to my abilities
  - C. Below my abilities
  - D. Cannot Say
56. As soon as I am eligible for an annuity, I plan to retire.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree (No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
57. I feel that feedback on my job performance is not hard to obtain.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree (No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
58. I feel that NFAC provides me with adequate advancement opportunities.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree (No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
59. In comparison with other components in OWI, I would have to rate the morale of my component as:
- A. Higher
  - B. The same as
  - C. Lower
  - D. Cannot Say
60. My supervisor is helpful in dealing with my work-related problems or dissatisfactions.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree (No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree

**ADMINISTRATIVE-INTERNAL USE ONLY**

61. The Letter of Instruction has helped me better understand my job and responsibilities.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
62. Training opportunities available to me are adequate to meet my present needs.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
63. I feel that career opportunities have been denied me because of my ethnic background.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
64. I am satisfied with my working hours (shift).
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
65. The frustrations inherent in the review process reduce my motivation to produce.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree

**ADMINISTRATIVE-INTERNAL USE ONLY**

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

66. I feel that OWI management makes appropriate use of QSI's as a means of recognizing excellence of performance.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
67. I feel I know how changes in NFAC will impact on my career future.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
68. I believe OWI Senior Managment will respond to the findings of this survey.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
69. I feel I do not receive proper recognition for the work I do.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
70. The steno/shorthand requirement should be applied only to jobs which require those skills.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree

**ADMINISTRATIVE-INTERNAL USE ONLY**

71. I feel the "numbers game" encourages me to emphasize quantity over quality in my day-to-day work.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
72. Considering my workload (and my capacity for work), I feel I am now working:
- A. Beyond my capacity
  - B. At a level matched  
to my capacities
  - C. Below my capacity
  - D. Cannot say
73. I feel there are better and more satisfying job opportunities in the Agency outside OWI.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
74. I feel it usually is not hard to get information about decisions which affect the work I do (or the way that I do it).
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
75. Compared with the rest of NFAC, opportunities for advancement within OWI are:
- A. More plentiful
  - B. About the same
  - C. More limited
  - D. Cannot say

**ADMINISTRATIVE-INTERNAL USE ONLY**

**ADMINISTRATIVE-INTERNAL USE ONLY**

76. In comparison with other Offices in NFAC, I would have to rate the morale of OWI as:
- A. Higher
  - B. The same as
  - C. Lower
  - D. Cannot say
77. If asked to describe my level of satisfaction regarding my current supervisor, I would have to rate it as:
- A. High
  - B. Adequate
  - C. Low
  - D. Cannot Say
78. I currently am operating under a Letter of instruction.
- A. Yes
  - B. No
  - C. Don't Know
79. If unable to attend training you requested, the main reason given was:
- A. Was told it was not job-related.
  - B. No one else to do my work/could not be spared.
  - C. Course enrollment filled.
  - D. Reaction (negative) of supervisor encouraged withdrawal of request.
  - E. Not applicable (I have received training requested or else have not requested).
80. I feel that the NFAC EEO program will reduce my own career opportunities in the Agency.
- A. Strongly Agree.
  - B. Agree
  - C. Neither Agree nor Disagree (No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
81. TDY orientation trips are fairly distributed among employees.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree (No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree



~~ADMINISTRATIVE-INTERNAL USE ONLY~~

82. By showing how my product can be improved, the review process helps me develop my technical skills.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
83. I feel that my career earning power with the Agency is as good or better than what it would have been had I gone to work for some other organization.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
84. I know I could describe the major elements of the NFAC personnel management system as defined in the Directorate Personnel Handbook.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
85. I do not feel my Fitness Reports present an accurate description of my performance.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
86. Most secretaries within this organization earn their present salaries.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

**ADMINISTRATIVE-INTERNAL USE ONLY**

87. Increasing bureaucracy within NFAC is interfering with my efficiency.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
88. Over the recent past, the incidence of "quick reaction items" has:
- A. Increased significantly
  - B. Remained fairly stable
  - C. Decreased significantly
  - D. Cannot say
89. To date, I feel my career has been reasonably satisfying.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
90. Management within OWI usually does a good job of providing me timely and meaningful information.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
91. Compared with the rest of NFAC, opportunities for advancement within OWI are:
- A. More plentiful
  - B. About the same
  - C. More limited
  - D. Cannot say
92. In comparison with the rest of the Agency, I would have to rate the morale of NFAC as:
- A. Higher
  - B. The same as
  - C. Lower
  - D. Cannot say

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

93. The degree to which top NFAC management gives attention to long-range planning I would have to rate as:
- A. High
  - B. Adequate
  - C. Low
  - D. Cannot Say
94. The vacancy notice system is an effective means for informing employees about position openings.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
95. In the long run, I believe the NFAC EEO program will reduce the calibre of personnel in OWI.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
96. TDY orientation trips are more "boondoggles" than learning experiences.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
97. I feel I get substantive critiques of my production through the review process.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

**ADMINISTRATIVE-INTERNAL USE ONLY**

98. I sometimes think that today, I would be a lot further ahead had I gone to work for another organization.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
99. In most instances, I feel I am aware of the factors which shape the decisions of my supervisor.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
100. I sometimes think that today, I would not be as far ahead had I gone to work for another organization.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
101. Most secretaries who come up through the ranks do so because of whom they know.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
102. I feel that current demand for "quick response items" (considering my component's mission) is:
- A. Excessive and non-contributory
  - B. Excessive but contributory
  - C. Reasonable and relevant
  - D. Deficient in number and/or relevance
  - E. Cannot say

**ADMINISTRATIVE-INTERNAL USE ONLY**

**ADMINISTRATIVE-INTERNAL USE ONLY**

103. From my vantage point, I feel the future of the Agency looks bright.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
104. I find I usually am able to convey my feelings on important matters to appropriate management levels within the Agency.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
105. Regarding my own career progress, I feel promotion decisions have been made fairly.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
106. I would have to rate the present level of morale within the Agency as:
- A. High
  - B. Adequate
  - C. Low
  - D. Cannot Say
107. The degree to which NFAC management gives attention to the day-to-day concerns of the Directorate I would have to rate as:
- A. High
  - B. Adequate
  - C. Low
  - D. Cannot Say

**ADMINISTRATIVE-INTERNAL USE ONLY**

**ADMINISTRATIVE-INTERNAL USE ONLY**

108. The concept of a "Senior Analyst" (with no managerial responsibilities) should be expanded.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
109. I am not aware of problems of discrimination against racial minority groups within OWI.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
110. My view on the scheduling of TDY orientation trips is that there should be:
- A. More
  - B. Same number as now
  - C. Fewer
  - D. Cannot say
111. It seems to me there are too many editorial "layers" in the review process.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
112. In most instances, I feel I am aware of the factors which shape the decisions of my supervisor.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

113. Clerical assignments within this Agency are competitive.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
114. Increasing bureaucracy within OWI is interfering with my efficiency.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
115. In terms of career opportunities, I would not hesitate to recommend Agency employment to others with my background and skills.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
116. I find I usually am able to convey my feelings on important matters to appropriate management levels within NFAC.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
117. Promotion decisions in my component are made fairly.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

**ADMINISTRATIVE-INTERNAL USE ONLY**

118. The degree to which top OWI management gives attention to long-range planning I would have to rate as:
- A. High
  - B. Adequate
  - C. Low
  - D. Cannot Say.
119. NFAC's performance evaluation system (Panels) is about as satisfactory as can be devised.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
120. I am not aware of problems of discrimination against women within OWI.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
121. The physical conditions under which I work have an important negative impact on my attitudes towards the work.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
122. Recognition of my contributions as an analyst tends to get buried in the present review process.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree

**ADMINISTRATIVE-INTERNAL USE ONLY**



~~ADMINISTRATIVE-INTERNAL USE ONLY~~

123. I am generally aware of training courses which might be available and helpful to me.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
124. The Agency should establish an after-hours shorthand class.  
(Basic skills training...not a refresher.)
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
125. I find I usually am able to convey my feelings on important matters to appropriate management levels within OWI.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
126. The degree to which top OWI management give attention to the day-to-day concerns of the Office I would have to rate as:
- A. High
  - B. Adequate
  - C. Low
  - D. Cannot Say
127. I feel my Fitness Reports present an accurate description of my performance.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

128. The physical separation of the various components of OWI has reduced my work efficiency.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
129. If required to do so, I could devise a review process more effective than the present one.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
130. I feel I could describe the major goals of NFAC's EEO program.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
131. In most instances, I feel that secretarial jobs are filled through the Agency vacancy-notice system.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
132. I feel that OWI provides me with adequate advancement opportunities.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

**ADMINISTRATIVE-INTERNAL USE ONLY**

133. My supervisor shows reasonable concern for my career development.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
134. Responsibility for taking initiative in the area of employee career development, I feel, should be:
- A. Primarily with the employee.
  - B. A joint responsibility of employees and their managers.
  - C. Primarily with the managers of the employee.
  - D. Cannot say.
135. The physical separation of the various components of OWI has had a negative effect on efficiency within my component.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
136. Regardless of my perspective on the review process, I believe I understand the purposes it was designed to serve.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
137. More secretaries would seek advancement if there were a "stepping stone" position between Secretary and Technical Officer or Analyst.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree

**ADMINISTRATIVE-INTERNAL USE ONLY**

**ADMINISTRATIVE-INTERNAL USE ONLY**

138. My knowledge of pay scales (for persons of my background and skills) outside the Agency is current and accurate.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
139. A secretary's salary should be based on responsibilities of the position and the capabilities of the person rather than on the grade level of the immediate supervisor.
- A. Strongly Agree
  - B. Agree
  - C. Neither Agree nor Disagree  
(No opinion/Not applicable)
  - D. Disagree
  - E. Strongly Disagree
140. While every attempt has been made to incorporate as many factors of the work-a-day world in this Survey, you may feel either that factors important to you have been omitted or that your responses on given items did not reflect your actual views fully and adequately. If you feel your views have not been represented as you wish them to be or if you wish simply to add your comments to the Survey, please feel free to attach those comments (on plain bond) to your Answer Sheet. (NO STAPLES, PLEASE!)

(You may retain or destroy your OWI Survey Booklet.)

**ADMINISTRATIVE-INTERNAL USE ONLY**